



General Plan Update Task Force

Bylaws and Rules of Procedure

ARTICLE I. BACKGROUND

SECTION 100: The City of Hayward General Plan is a comprehensive planning document with goals and policies that guide the long-term growth and development of the City. The last comprehensive update to the Hayward General Plan occurred in 2002. The City is updating its General Plan to address current and future challenges and opportunities, and to better reflect the values and priorities of the Hayward community. The purpose of the Hayward General Plan Update is to:

- A. Identify land use, transportation, environmental, economic, and social goals and policies as they relate to land use and development.
- B. Provide a basis for the City's decision-making regarding land use.
- C. Provide citizens with an opportunity to participate in the planning and decision-making process.
- D. Inform citizens, developers, decision-makers, and others of the ground rules that guide development within Hayward.

The General Plan Update will also address issues related to recent court cases and state laws that have been enacted since the last comprehensive General Plan Update. It is expected that the General Plan Update will also address new policy issues, such as sustainable communities, healthy communities, climate change, public safety, and green building design.

SECTION 101: To ensure that the General Plan considers and reflects the values and priorities of the greater Hayward community, the City of Hayward City Council finds that there is a need for a General Plan Update Task Force to assist City Staff in the General Plan Update process.

ARTICLE II. PURPOSE AND DUTIES

SECTION 200: The purpose of the City of Hayward General Plan Update Task Force is to assist City staff in their efforts to update the City of Hayward General Plan by:

- A. Helping City staff gain a broader understanding of public perspectives and the values and priorities of the Hayward community.

- B. Providing on-going, organized, and effective input related to issues and policies that should be addressed in the General Plan.
- C. Promoting the City's community outreach efforts and encouraging other members of the community to participate.
- D. Communicating with other members of the Hayward community in order to keep them informed of the project and to solicit additional input.

ARTICLE III. MEMBERS

SECTION 300: The General Plan Update Task Force will consist of 10 to 15 members who represent a broad range of socioeconomic interests. Task Force members shall be appointed by the City Council. In order to be eligible for appointment to the Task Force, a person shall be a qualified elector of the City of Hayward.

SECTION 301: The City Council may remove an appointed Task Force member if he or she cease to be a qualified elector of the City of Hayward and/or for violating these Bylaws and Rules of Procedure. If a Task Force member is removed, the City Council may appoint a new member to the Task Force or elect to leave that position vacant.

ARTICLE IV. LIFESPAN OF TASK FORCE

SECTION 400: The General Plan Update Task Force shall be dissolved upon the completion of the General Plan Update. The General Plan Update is scheduled for completion in June of 2014.

ARTICLE V. ROLES AND RESPONSIBILITIES

SECTION 500: Task Force members are expected to adhere to the following roles and responsibilities:

- A. Provide on-going, organized, and effective input to City staff during the preparation of the General Plan Update.
- B. Review and comment on major work products prepared during the General Plan Update.
- C. Help City staff gain a broader understanding of public perspectives and the values and priorities of the Hayward community.
- D. Attend regularly scheduled Task Force meetings. City staff will notify the City Clerk if a Task Force member is absent from three consecutive Task Force meetings, and/or fails to attend 75 percent of the Task Force meetings over a one-year period. The City Council may remove that person from the Task Force unless they find that there were extraordinary conditions that justify the absences.
- E. Provide a constructive forum for interaction and communication during Task Force Meetings.
- F. From time to time, research issues and review documents in order to prepare for upcoming meetings.
- G. Communicate with other members of the Hayward community in order to keep them informed of the update process and to solicit additional input.

- H. To the extent feasible, participate in other community outreach efforts for the General Plan Update, including workshops, surveys, focus group discussions, on-line engagement programs, and public hearings.

ARTICLE VI. GROUND RULES FOR MEETINGS

SECTION 600: Task Force meetings shall be subject to the following ground rules:

- A. Brown Act. All meetings and Task Force members are subject to the open meeting requirements of the Brown Act. The Brown Act is contained in section 54950 et seq. of the Government Code.
- B. Quorum. For meeting purposes, a quorum shall consist of a simple majority of the membership of the Task Force.
- C. Voting: The Task Force is not intended to be a voting body. The Task Force will operate by general consensus and provide recommendations, comments and input to City staff.
- D. Meeting Facilitator. City staff and/or the City's General Plan Update consultant will be responsible for facilitating meetings and ensuring that the Task Force works as a constructive and cohesive unit. City staff and/or the City's General Plan Update consultant will facilitate and manage the meetings, maintain order, respond to inquiries or points raised, and monitor time so the agenda can be completed. No chairperson or vice-chairperson will be appointed. Regular meetings shall continue until all agenda items are concluded, unless adjourned earlier by City staff and/or the City's General Plan Update consultant.
- E. Meeting Cancellations: City staff may cancel any scheduled meeting of the Task Force for lack of business or quorum.
- F. Agenda. City staff and/or the City's General Plan Update consultant shall prepare, post, and give proper notice of the agenda for each meeting. No matter may be considered or acted upon by the Task Force unless it is included on the posted agenda or supplemental notice. Summary minutes of previous meeting shall be approved, with additions, corrections, and deletions made by the Task Force. Summary meeting minutes of the previous meeting(s) and supplemental reading material (if any) are to be mailed or e-mailed to Task Force members with the Task Force agenda.
- G. Public Comment. Time will be set aside at the end of each meeting for the public to comment and address the Task Force on any matter under its purview.
- H. Location. Unless otherwise stated, regular meetings of the Task Force shall be held at City Hall. The specific meeting room will be determined prior to each meeting.
- I. Task Force members will be expected to abide by the following guidelines during meetings:
 - 1. Turn cell phones and other communication items off during meetings.
 - 2. Be courteous and listen while others are speaking, without interrupting. Treat others in the group the way that you would like to be treated. Make an effort to understand each other's position.
 - 3. Address the facilitator and members of the Task Force in a manner that allows meeting participants to hear comments.
 - 4. If you have spoken once during a round of discussion, allow others to contribute before providing additional input.

5. Keep an open mind and be interested in finding areas of understanding and/or agreement.
 6. Maintain a positive outlook and provide constructive feedback.
- J. Communications Outside of Meetings: Task Force members will not communicate with each other -- e.g., via e-mail, telephone or in person -- outside of noticed, public meetings regarding matters within the Task Force's purview. Task Force members should communicate any questions or concerns to staff or hold them and bring them up at the next public meeting.

ARTICLE VII. COMPENSATION

SECTION 700: The members of the Task Force shall serve without compensation and reimbursement for expenses related to attending Task Force meetings and other public outreach events.

ARTICLE VIII. STAFF LIAISON AND STAFF SUPPORT

SECTION 800: The Project Manager for the General Plan Update shall serve as a staff liaison to the Task Force. City staff will provide support to the Task Force to develop agendas, minutes, and other required materials. Staff will advise the Task Force of all matters and provide administrative support and other functions as required. All documents will be distributed through City staff to ensure that all members have the same information. In the event that a Task Force member wants to share information with other Task Force members, the information shall be given to the staff liaison for timely distribution to the entire Task Force.

ARTICLE IX. COMMUNICATIONS WITH THE MEDIA

SECTION 900: Task Force members agree not to characterize their viewpoints as representative of the entire Task Force when contacted by the media. Members agree not to use the media to unilaterally influence the process. Should members speak to the media, members are encouraged to provide accurate, factual information to inform the public about the program, but are asked to refrain from speaking on behalf of the Task Force unless authorized by the Task Force to do so. City staff and the consultant team will be available to assist in any communications to the media, if desired.